Terms of Reference
Template

Purpose: What is the Council's mission? What does the Council do (specific tasks)?

Membership:

_ Identify Chair - specify name, phone number and email address.
_ Identify Executive Secretariat - specify name, phone number and email address.
_ Identify members - specify position, title, line office and duties (i.e. principals, advisors, staff, etc.).
_ Identify the contact person - specify name, phone number and email address.
_ Specify any Committees that report to this Council.

Roles and Responsibilities:

_ Specify roles and responsibilities of members.
_ Specify responsibilities of the Council.
_ Specify roles and responsibilities of all Committees reporting to this Council.
_ Identify Council meeting frequency.

Decision Making Process:

Specify the rules the Council uses in making a decision.
Primarily, this will consist of the following language for all councils:
Decisions in all Councils will be accomplished by consensus (i.e., no one votes "thumbs down" on an issue). The Chair will strive for consensus on every issue. The chair maintains 51% of the vote, therefore the final decision is made by the Chair when consensus is not achieved.

Charter: A paragraph or two describing the authority under which this Council was created and the requirements drivers. This section should not describe the "purpose" of the Council.

*** Do not create any new sections in the Terms of Reference
*** Maximum length is 2 pages.
*** Use a bulleted list if possible.

Due to DUS Office by COB, Friday, December 5, 2003.